



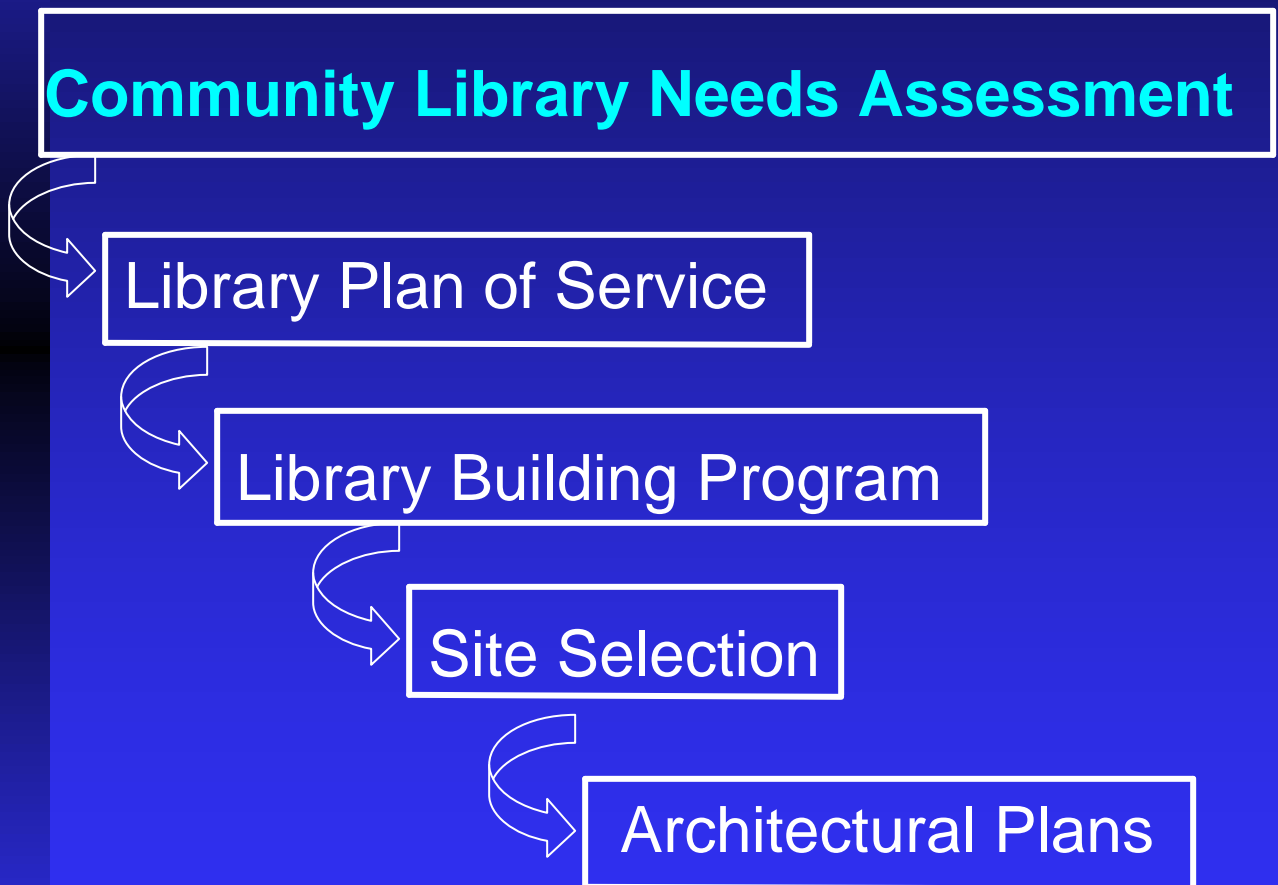
# Supporting Document Submittals: Planning

**Community Library  
Needs Assessment**

**Page 26**

# How They Relate...

## Library Planning Documents



# Community Library Needs Assessment

## Page 26

 All Applicants must submit a  
Community Library Needs  
Assessment

### ■ Demonstrate:

- ◆ Why is the project needed?
  - ◆ What services are needed?
- ◆ How does it fit into the rest of the library jurisdiction?

# Joint Use Projects

- Collaboration between:

- ◆ Public Library
- ◆ Public School District(s)

- Assess Both:

- ◆ What does the Public need?
- ◆ What do the Students need?

# 7 Bond Act

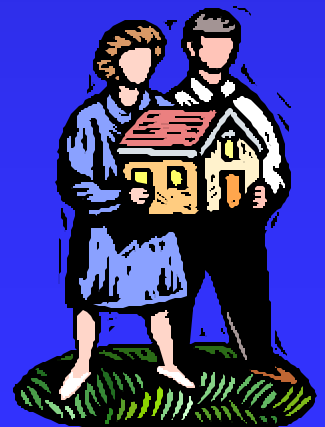
## Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- **Needs of Residents**
  - ◆ **Existing Library**
  - ◆ **Proposed Project**
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate  
(Only for New Public Libraries)

# Review Factor

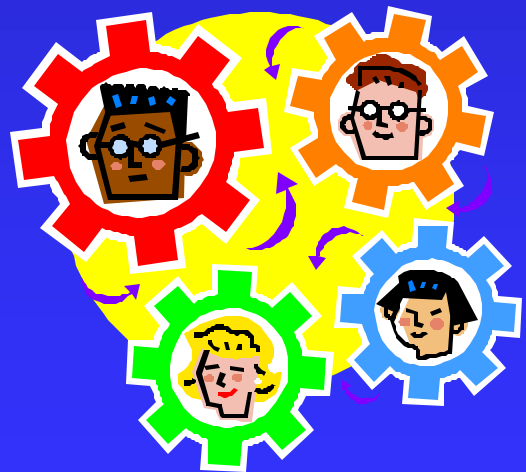
## ■ Review Factor #4 -

- ◆ The degree to which the
  - ◆ Existing Library is inadequate in meeting the needs of the residents
  - ◆ Proposed Project responds to the needs of the residents of the library service area



# Needs of the Residents in THIS Community

- Who lives in the service area?
- What other agencies & services are available?
  - ◆ Need for joint use would surface



# Who Prepares a Needs Assessment?

- Library Consultant not Required!
- You and your staff may have the Time and Expertise
- But, if not, get help
- Library Staff and Community Stakeholders must be involved



# Library Consultant's Qualifications

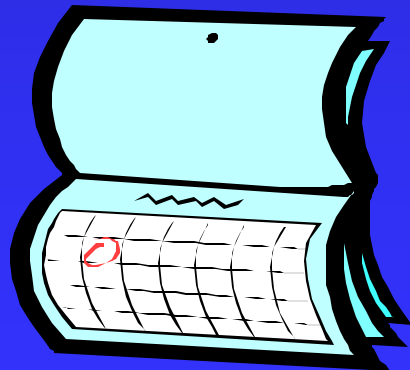
## Page 4

- For Library Consultant's Fees to be Eligible Cost –
  - ◆ Qualifications:
    - ◆ MLS or equivalent 5<sup>th</sup> year degree in library science
    - ◆ Consulted on at least 5 different library projects in the past 10 years for the following:
      - Library Needs Assessment
      - Library Plan of Service
      - Library Facility Master Plan
      - Library Site Study
      - Library Building Program
      - Library Architectural Plans Review

# Needs Assessment Date

## Page 26

- Must reflect current needs
- Completed within 5 years of Application, *or*
- *Revised* within 5 years



# Updating Older Needs Assessments

- Revise Entire Document, or...
- Append Revised Pages  
to update original document(s)
- Append Required Sections  
not in the original document(s)
- Add Executive Summaries to  
previously completed needs  
assessments

# Needs Assessment Format

- Why don't the Regulations require a specific format?
  - ◆ Enables use of Previously Prepared Documents
  - ◆ Accommodates Individual Styles
    - ◆ Provides Flexibility
- Required components may be in *any* required document (Page 26)
  - ◆ Space needs assessment

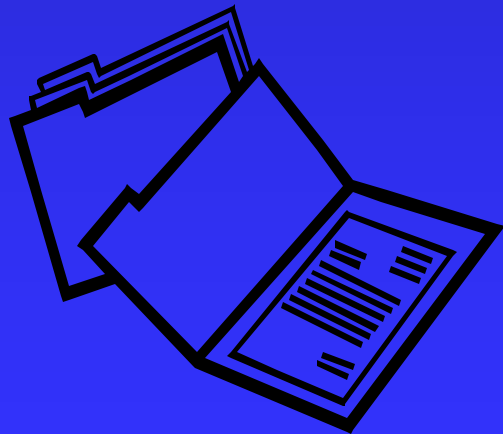
# Needs Assessment Components

Page 61

- Table of Contents
- Overall & Section Executive Summaries
- Needs Assessment Methodology
- Community Analysis
- Community Characteristics Discussion
- Analysis of Library Service Needs
- Service Limitations of Existing Library
- Physical Limitations of Existing Library
- Space Needs Assessment

# Table of Contents Is Important! Page 61

- Page #'s for Each Section and Executive Summary
- Staff Needs to Locate Required Components Easily



# Executive Summaries

- Synthesize Major Points
- Clear & Concise Writing!
- Make a Solid Case
- Communicate –
  - ◆ The Need
  - ◆ The Basis of the Need



# Executive Summary Length

## Page 61

- *Up to 2 Single-Spaced pages*
  - ◆ Less *is* more
  - ◆ Don't have to fill the space
- May be Shorter than 2 pages
  - ◆ “Snow Jobs” do not help
  - ◆ Cut to the Chase!





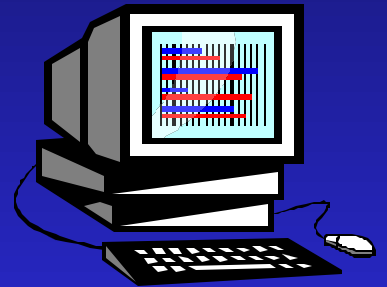
# Executive Summary

## Format

### Page 61

#### ■ Computer Fonts:

- ◆ At least 11 point



#### ■ Typewriter:

- ◆ At least 12 pitch (elite)



# Required Executive Summaries

- Overall Summary
  - Methodology Used
  - Community Analysis
  - Analysis of Library Service Needs
  - Service Limitations\*
  - Physical Limitations\*
- \* Separate Summary for Co-located

# Overall Executive Summary

## Page 61

- Overview of ALL Findings
- Cite Most Relevant Demographics
- Joint Use Projects:
  - ◆ Also Describe Student Needs



# Methodology

## Page 61



- Who was involved?
  - ◆ Individual Residents
    - ◆ Non-Users
    - ◆ Users
  - ◆ Community Leaders
  - ◆ Community Organizations
  - ◆ Special Interest Groups
  - ◆ Local Agencies
  - ◆ Schools
- How Many Were Involved?
- Strive for Community Consensus

# How Were They Involved?

- Surveys
- Focus Groups
- Community Meetings
- Public Forums
- Other Methods



# Joint Use Methodology

## Page 61

### ■ Involvement of School Stakeholders –

- ◆ Students
- ◆ Certified Library Media Teachers
- ◆ Teachers
- ◆ Superintendents
- ◆ Principals
- ◆ School Board Members
- ◆ Parents
- ◆ School Support Organizations



# Community Analysis

## Page 62

- Analyze Factors that Impact Library Services
- Identify & Discuss -
  - ◆ Government Agencies
  - ◆ Public & Private Schools
  - ◆ Home School Groups
  - ◆ Community Organizations
  - ◆ Demographics of Residents
    - ◆ Size
    - ◆ Growth
    - ◆ Characteristics

# Data Sources

Page 62

- Obtain demographic data from these sources:

- ◆ Federal
- ◆ State
- ◆ Regional



- Cite the Sources of Demographic Data



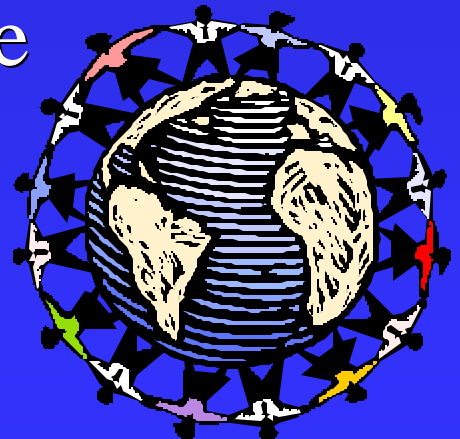
# What Demographic Data Must Be Included?

Page 62

- Academic Performance Index (API)
- Poverty Rate
- Per Capita Income
- Literacy Rate
- Unemployment Rate
- Age of Population
- Occupations
- Median Property Value
- Educational Level

# Other Data (Optional)

- Relevant to Library Plan of Service
  - ◆ Other Characteristics Unique to the Service Area
    - ◆ Languages
      - Spanish
      - Chinese
      - Vietnamese
      - Other



# Data Unavailable...

Page 62

...For project service area?

- Use data for jurisdictions where the project is located:
  - ◆ City
  - ◆ County
  - ◆ Region
- If data not available, say so!

# Compare Data

Page 65

- The Demographic Data must be compared to State & National Norms!
  - ◆ To extent data is available
- Comparison = Perspective
  - ◆ How your community differs



# Analysis & Discussion of Community Characteristics

## Page 63

- What are the Characteristics of the Residents?
- How are Residents different from other communities?
- What do the Residents need?
- How does it impact the Library Plan of Service?

# Analysis of Library Service Needs

## Page 63

- What library services are needed?
  - ◆ Study what you've gathered
  - ◆ Demographics will give clues
    - ◆ High unemployment rate = career center?
  - ◆ Respond to residents input
    - ◆ Need for Meeting Space?

# Consider...

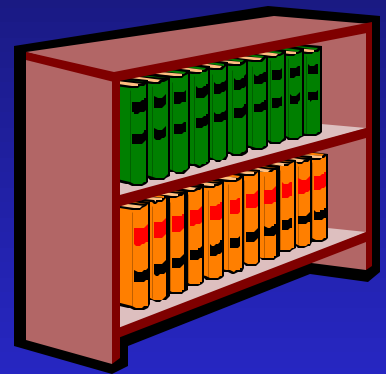


- Are there Logical Partnerships?
  - ◆ Does the community college need group study space?
  - ◆ Is there a literacy group that needs access to computer-based literacy training?
- Who else is providing services?
  - ◆ Are public schools providing homework centers?

# Service Limitations of Existing Libraries

## Page 63

- How Inadequate is the Existing Library?
- How Inadequate are:
  - ◆ Collections?
  - ◆ Reader's Seating?
  - ◆ Staff Work Areas?
  - ◆ Technology?
  - ◆ Meeting Rooms?
  - ◆ Special Purpose / Miscellaneous Space?
- Describe library services that are needed, but not currently available.
- Joint Use Projects –
  - ◆ Same as above, but for School Library Services





# Physical Limitations of Existing Libraries

## Page 64

- How is the Existing Library Inadequate?
- Consider:
  - ◆ Structural
  - ◆ Energy Conservation
  - ◆ Health & Safety
  - ◆ Disabled Access
  - ◆ Acoustics
  - ◆ Space Flexibility / Expandability
  - ◆ Functional Spatial Relationships
  - ◆ Site
  - ◆ Other Considerations
- Co-Located Projects –
  - ◆ Same as above for Inadequate School Library Facility(s)





# Space Needs Assessment

## Page 64

- How many Square Feet *should* there be for:
  - ◆ Collections?
  - ◆ Readers' Seating?
  - ◆ Staff Work Areas?
  - ◆ Technology?
  - ◆ Meeting Rooms?
  - ◆ Special Purpose / Miscellaneous Space?
  - ◆ Non-Assignable Space?
    - ◆ Stairs, Mechanical Rooms, etc.

# Sizes of the Spaces

- How was the Square Footage of the Space Determined?
- Describe in Detail:
  - ◆ How was the square footage for the space calculated?
  - ◆ What assumptions were made?
  - ◆ What were calculations based on?
  - ◆ What sources were relied upon?

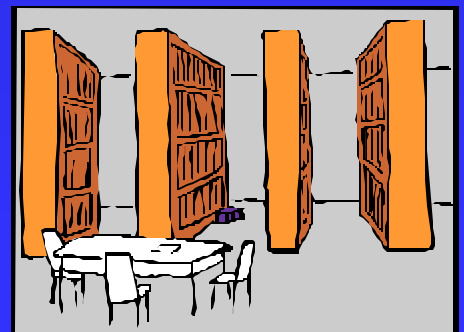
# Calculating Space for Library Collections

- Crucial to Planning
  - ◆ Often Miscalculated
- Architects Need to Know What We Know About...
  - ◆ Flow of Stacks
  - ◆ Configuration of Stacks
  - ◆ Divisions of Materials
  - ◆ Not All Books the Same Size
    - ◆ Same for AV Materials

# Getting to Space for Library Collections

## Page 64

- Current Status of Collections
- Capacity in Proposed Project
- Collection Development
  - ◆ Justify, Based on Demographics:
    - ◆ Size of Collections
    - ◆ Types of Collections
  - ◆ Basis Used:
    - ◆ Anticipated Purchasing Patterns
    - ◆ Use Statistics
    - ◆ Standards
    - ◆ Guidelines



# Summary of Projected Collections

## Page 65

### ■ Size of Each Collection

### ■ Format

- ◆ Books
- ◆ Audio-Visual
- ◆ Magazines

### ■ Category

- ◆ Adult / Young Adult
- ◆ Children / Juvenile

### ■ Sub-category

- ◆ Non-Fiction
- ◆ Fiction
- ◆ Reference

### ■ Assumptions for Sub-Categories

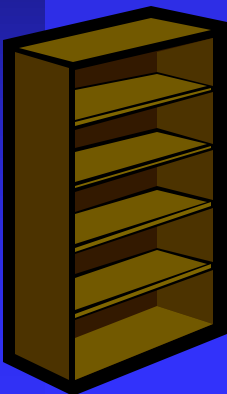
- ◆ Volumes per Linear Foot
- ◆ Percent in Circulation



# Collection-to-Space Conversion Chart

Page 65

- Convert Sub-Category Volumes to Space:
  - ◆ Conversion Factors Used:
    - ◆ Type of Shelving Unit
      - Size & Number of Shelves
    - ◆ # of Volumes / Unit
    - ◆ # of Shelving Units Needed
    - ◆ # of SQ FT / Shelving Unit
    - ◆ # of SQ FT for All Shelving





# Readers' Seating

## Page 65



- How Many Readers' Seats?
- Based on Standards / Guidelines?
  - ◆ 5 Seats / 1,000 People?

- Type of Seating:
  - ◆ Lounge, Table, Carrel



- Allocation of Seating:
  - ◆ Adult, Young Adult, Children
- Conversion to SQ FT Factors:
  - ◆ 25 - 30 SQ FT / Table Seat
  - ◆ 35 - 45 SQ FT / Carrel Seat
  - ◆ 30 - 40 SQ FT / Lounge Seat

# Non-Assignable Space

## Page 66

- NASF = Non-Assignable SQ FT
- Percentage of NASF
  - ◆ Ranges between 20% – 30% of Gross Square Footage
  - ◆ 25% is Average
  - ◆ Below 15% usually either:
    - ◆ Reduces Programmed Space
    - ◆ Increases Building Size
- Amount of NASF



# Supporting Document Submittals: Planning

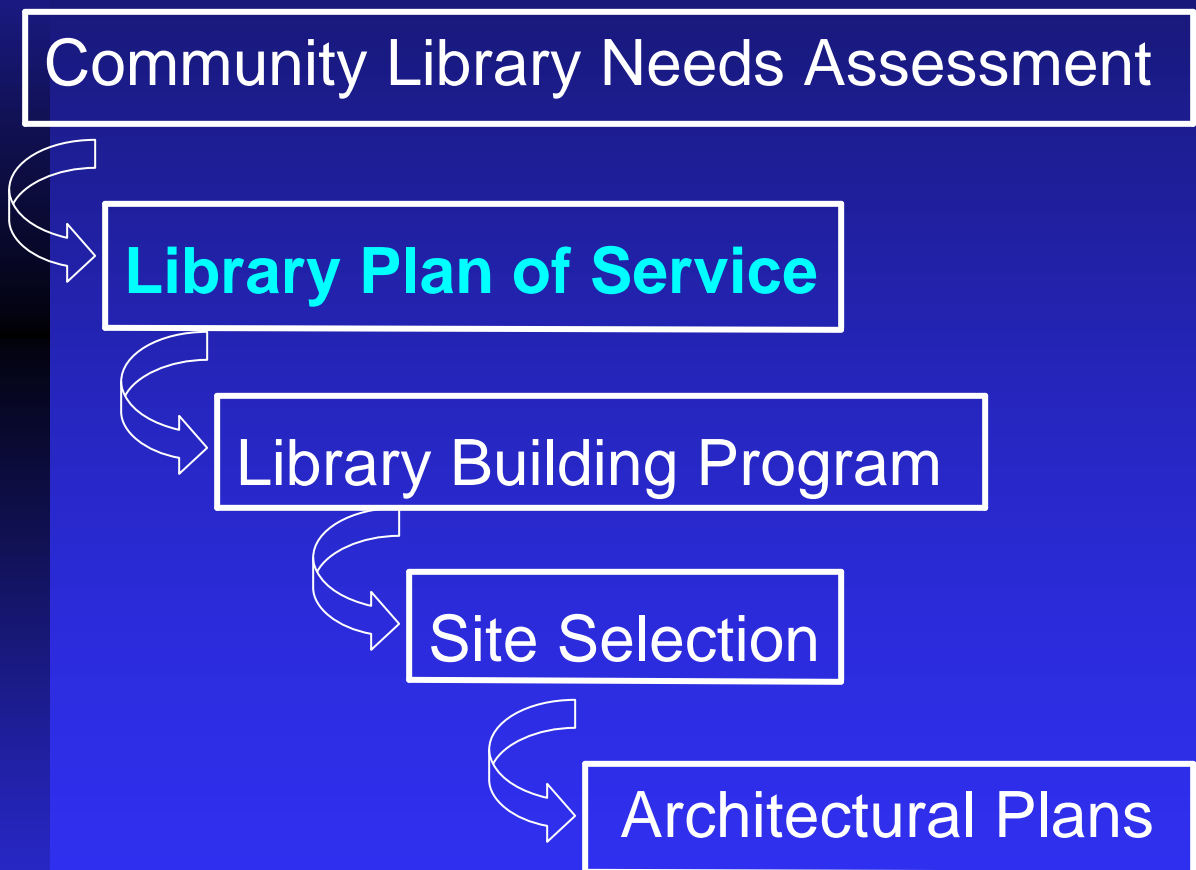
**Library Plan of Service**

**Page 27**



# How They Relate...

## Library Planning Documents



# What Library Services should be in the Plan?

- Library Services should be an outgrowth of Needs Assessment:
  - ◆ What services did the needs assessment indicate?
  - ◆ How will the proposed project address the needs?
- Not a “Cookie-Cutter” library
  - ◆ Make it your own
  - ◆ Library to fit your community


# 7 Bond Act

## Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- **Needs of Residents**
  - ◆ Existing Library
  - ◆ **Proposed Project**
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate  
(Only for New Public Libraries)

# Library Plan of Service

## Page 27

 Applicants must submit a Library Plan of Service

■ Review Factor #4 -

◆ The degree to which the

◆ Proposed Project responds to the needs of the residents of the library service area





# Library Plan of Service Components

Page 67

- Executive Summary
- Mission Statement
- Goals and Objectives
- Services to be Offered
- Jurisdiction-Wide Service
- Technology

# Executive Summary

- Same format as for Community Library Needs Assessment
- Overview of Major Services and how they respond to Needs identified
- Show Continuity!

# Mission Statement

## Page 67

- What's the Library's Mission?
  - ◆ Services should match the Mission
  - ◆ Services should not be designed to get a grant, but to meet community needs
- Co-located joint use:
  - ◆ Include the School Library's Mission statement

# Goals and Objectives

## Page 67

- What are the Goals for the Library within the Community?
- Indicate how Goals & Objectives respond to the needs identified in the Needs Assessment
- Describe the Library Services in terms of -
  - ◆ Goals and
  - ◆ Specific Objectives
  - ◆ Utilizing Service Indicators

# Sample Goal & Objective

## ■ GOAL:

- ◆ To provide residents with current leisure reading materials

## ■ OBJECTIVE:

- ◆ To provide best sellers to residents within one week of appearance on the XYZ Newspaper Column

## ■ SERVICE INDICATOR:

- ◆ Request Fill Rate

# Types of Services Offered

## Page 67

### ■ All Applications:

- ◆ Detailed Description of Services
  - ◆ Business Services
  - ◆ Young Adult Services
  - ◆ Outreach Services
- ◆ How does Service Plan meet the Needs of the Residents?
- ◆ Describe Implementation Plan

# Implementation Plan

## ■ Describe:

- ◆ Staffing / Volunteers
- ◆ Programming
- ◆ Hours of Service
- ◆ Collections
- ◆ Special Services
- ◆ Community Services
- ◆ Partnerships

# Community Services & Partnerships

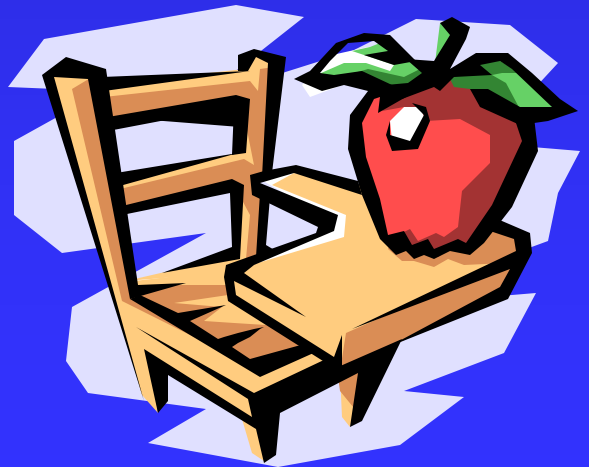
- Adult Education
- Senior Citizens
- Literacy Training
- After-School Programming
- Homework Center
- Computer Literacy
- Internet Training
- Others?
  - ◆ Specific to your Community



# Co-Located Projects - Types of Services

Page 68

- How will the Service Plan meet the needs of the K-12 Students?
- What's different from what you'd do anyway?



# Joint Venture Projects - Types of Services

## Page 68

- Again, how will the Service Plan meet the needs of the K-12 Students?
- Describe why *this* specific service was selected for the students?
  - ◆ Homework Center
  - ◆ Career Center
  - ◆ Computer Center
  - ◆ Etc.



# Jurisdiction-Wide Service

## Page 68

- How does the project fit into the overall plan of service?
  - ◆ Why is *this* project needed to fill a service need for the jurisdiction?
  - ◆ What is the downside if it is not built?

# 7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
  - ◆ Existing Library
  - ◆ Proposed Project
- **Appropriate Use of Technologies**
- Appropriate Site
- Financial Capacity to Operate  
(Only for New Public Libraries)

# Technology



## ■ Review Factor #5

- ◆ “The degree to which the library’s plan of service integrates appropriate electronic technologies into the proposed project.”

## ■ Describe how technology will address identified needs.

- ◆ This is not the “Lets throw money at Technology Act”
- ◆ Use Technology as a Tool

# How Will Information Technologies...

- Integrate Library Services?
  - ◆ Web Sites in Catalog
- Support Library Services?
  - ◆ Automated Readers' Advisory
- Extend Delivery of Services?
  - ◆ Remote Catalog / Circ Access
- Joint Use Projects –
  - ◆ How will technology meet the needs of K-12 Students?

# Executive Summary

- Overview of Technology  
Integration in the Library Plan  
of Service to meet the Needs of  
the Residents







# Joint Use Projects & Cooperative Agreements

Page 26

# “Joint Use” Projects

## Page 10

- Two types of “Joint Use” -
  - ◆ “Co-Located” Library
  - ◆ “Joint Venture” Project

# “Co-Located” Library

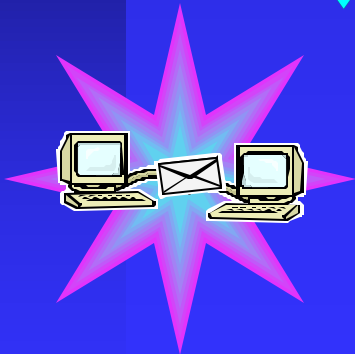
## Page 2

- A combined public library and public school library located in a single facility
- Either on or off school campus
- To be an eligible cost all space must be “devoted to the delivery and support of public library direct service”
- Cooperative Agreement

# “Joint Venture” Project

## Page 10

- ◆ Serves both the Public and any combination of K-12 Students
- ◆ Types of Joint Venture Services:
  - ◆ Computer Center
  - ◆ Family Literacy Center
  - ◆ Homework Center
  - ◆ Career Center
  - ◆ Shared Electronic/Telecom Services
  - ◆ Subject Specialty Learning Center
  - ◆ “Other” Collaborative Library Service w/ Benefit for K-12 Students



• ***BE CAREFUL!***

- ◆ Cooperative Agreement

# Competitiveness of Joint Use Projects

## ■ Needs Assessment

- ◆ Is a clear need for this type of project shown in the needs assessment?
  - ◆ i.e., Does it make sense?
- ◆ Have school “stakeholders” been involved?
- ◆ Is it really a “partnership”?
  - ◆ Or in Name Only?

# Cooperative Agreement

## Page 26



All Applicants with Joint Use Projects must submit a cooperative agreement between:

- ◆ The agency that operates the proposed library

- ◆ Not Always the Applicant

- City Library Operated by the County

- ◆ Not the Branch or Main Library

AND

- ◆ One or more public school districts

- ◆ Not the specific school

# What to strive for...

- A Cooperative Agreement that:
  - ◆ Comprehensive & Well Thought Out
    - ◆ Takes Time to Develop
    - ◆ Can't be an Afterthought
    - ◆ Start *Yesterday!*
  - ◆ Demonstrate Consensus
    - ◆ “Win / Win” Solution
  - ◆ Mutually Beneficial
    - ◆ Partnership to benefit both students and all residents



# Cooperative Agreement Required Elements

Page 60

- Like a Prenuptial Agreement

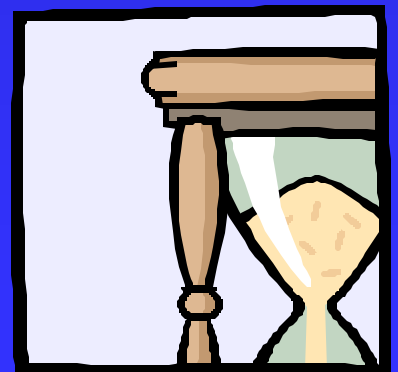
- Appendix 2:

- ◆ Roles & Responsibilities defined
- ◆ Services clearly described
- ◆ Hours for Public & Students
- ◆ Use of Staff & Volunteers
- ◆ Ownership issues resolved
- ◆ Funding Sources & Uses specified

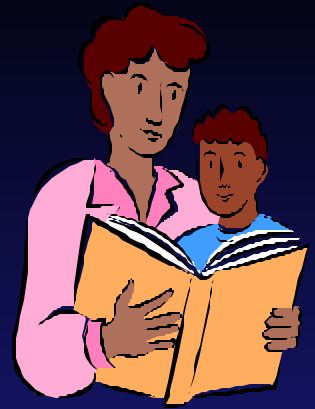


# Required Elements Continued ...

- Operation, Maintenance, & Management
- Field Act Applicability Statement
- Renewal Process for Agreement
  - ◆ No Termination for 20 years
- 20-Year Joint Use Services
  - ◆ Similar Services, Modified over Time
- 40-Year Public Library Services



# For Example...



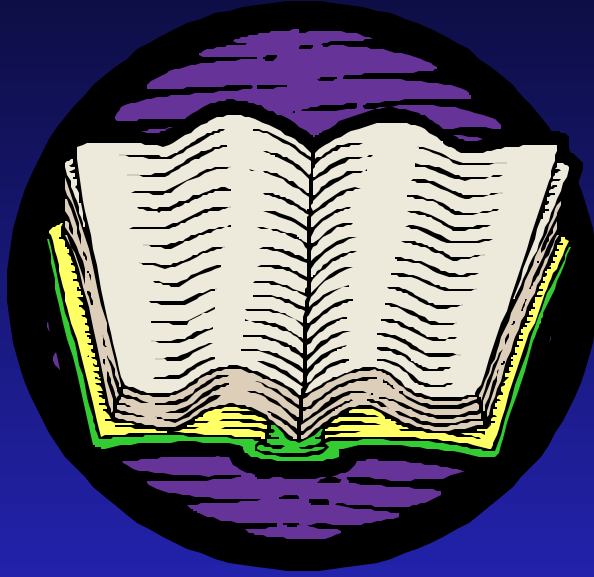
## ■ Funding Sources & Uses

- ◆ Funding Amounts from Each?
- ◆ What Will Funds be Used For?
- ◆ What Will They *not* be Used For?

## ■ Staffing

- ◆ What Staff Will Each Party Provide?
  - ◆ How Many?
  - ◆ What Qualifications?
  - ◆ Full Time or Part-time?
    - Number of Hours of Each

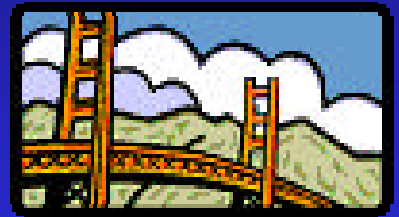




# Library Building Program Page 27

# What is a Library Building Program?

- A document that translates a Service Plan into a Space
- Communication Tool
- Bridge between ...
  - ◆ User Community
  - ◆ Library Professionals
  - ◆ The Design Team
    - ◆ Architect
    - ◆ Engineers
    - ◆ Interior Designer



# How They Relate...

## Library Planning Documents



# Is the Building Program Required?

Page 27



Applicants must submit a  
Library Building Program based  
on the Plan of Service

# 7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- **Needs of Residents**
  - ◆ Existing Library
  - ◆ **Proposed Project**
- **Appropriate Use of Technologies**
- Appropriate Site
- Financial Capacity to Operate  
(Only for New Public Libraries)



# Building Program - Required Components

## Page 69

- Appendix 5 – (Minimum List)
  - ◆ Table of Contents
  - ◆ Overview & Introduction
  - ◆ General Requirements of the Library Building
  - ◆ Spatial Relationships
  - ◆ Summary of Space Requirements
  - ◆ Space Descriptions
  - ◆ Preliminary Project Budget

# Table of Contents

Page 69

- Page Numbers for each Division
  - ◆ Finding Aid –
    - ◆ Designers
    - ◆ OLC Staff
  - ◆ Accessibility = Increased Use!



# Overview & Introduction

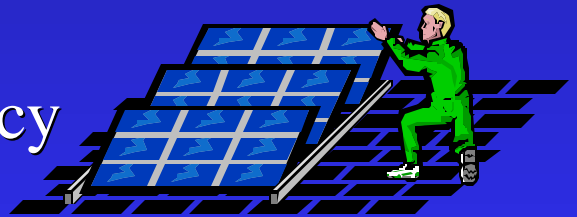
## Page 69

- General Introduction to Project
- Overview of the Need for the Project
- Project Time Schedule
- How the Library Building Program relates to the Architectural Design
- Roles and Interrelationships of the Library Building Team

# General Requirements of the Library Building

## Page 69

- General narrative for the entire library including:
  - ◆ Occupancy by Staff and Patrons
  - ◆ Type and Size of Collections
  - ◆ Flexibility & Expandability
  - ◆ Staff Efficiency
  - ◆ Energy Efficiency
  - ◆ Fenestration  
(Windows, Skylights, etc.)
  - ◆ Space Finishes
  - ◆ Access for the Disabled



# More General Requirements ...

- ◆ Acoustics
- ◆ Environmental Conditions (HVAC)
- ◆ Illumination
- ◆ Power and Data Communication Requirements
- ◆ Security Systems
- ◆ Signs
- ◆ Audio-Visual Systems
- ◆ Visual Supervision
- ◆ Master List of Furniture & Equipment



# An Example ...

- OLC Website –

- ◆ “Planning Assistance” Link

- ◆ “Libris Design” Web site

- General Requirements for the Public Library Building Link

- Power & Data Management

- Lighting for Libraries

- More to Come in Future

# Ways to do a Building Program –

## ■ Who Does it?

- ◆ Library Management Team
- ◆ Library Consultant
- ◆ Architect

## ■ How does it get done?

- ◆ Handwritten on a Napkin
- ◆ Typewriter
- ◆ Word Processing / Spreadsheet
- ◆ Database
  - ◆ Libris Design
    - CSL – LSTA Project



# What is Libris Design?

- A Database that allows users to create Library Building Programs and Project Cost Estimates
- Where can I get it?
  - ◆ [www.librisdesign.org](http://www.librisdesign.org)
- Where can I find Training?
  - ◆ [www.Infopeople.org](http://www.Infopeople.org)





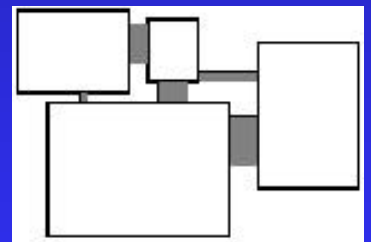
# Spatial Relationships

## ■ Description of the Building's Spatial Relationships

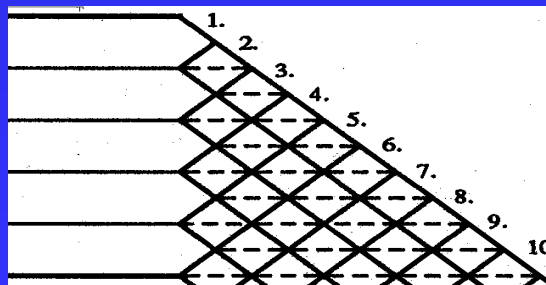
### ◆ Narrative

- Adjacent:
  - Circulation Desk
- Close:
  - Children's Entrance

### ◆ Spatial Diagram



### ◆ Matrix



# Summary of Facility Space Requirements

## Page 70

### ■ Summary of the Spaces

- ◆ Name of the Space
- ◆ Its Square Footage (ASF)

### ■ Example:

◆ <u>Circulation Services</u>	<u>900 ASF</u>
◆ Book Return Room	50 ASF
◆ Branch Manager's Office	150 ASF
◆ Circulation Desk	400 ASF
◆ Circulation Workroom	300 ASF
◆ <u>Fiction Collection</u>	<u>1,500 ASF</u>
◆ Fiction Collection & Seating	1,500 ASF

# Space Descriptions

## Page 70

- Describe each individual space in detail utilizing the following:
  - ◆ Assignable Square Footage
  - ◆ Occupancy by Staff & Patrons
  - ◆ Type & Size of Collections
  - ◆ Functional Activity Description
  - ◆ Spatial Relationships
  - ◆ Flexibility & Expandability
  - ◆ Fenestration
  - ◆ Power, Data, & AV
  - ◆ Illumination
  - ◆ Etc.



# Preliminary Capital Outlay Project Budget Page 70

- Very Early Budget Estimate
- Provides Library Consultant & Administration early input
- Won't match the final project budget in Application Form



# Simple Line Item Budget

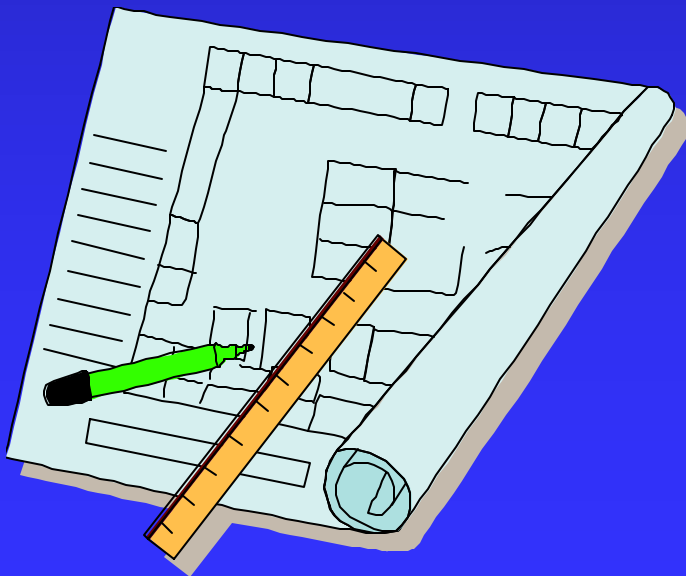
<b>Construction Cost</b>	<b>\$1,000,000</b>
<b>A&amp;E Fees</b>	<b>\$20,000</b>
<b>Site Acquisition</b>	<b>\$500,000</b>
<b>Furniture &amp; Equipment</b>	<b>\$150,000</b>
<b>Etc.</b>	
<b>TOTAL:</b>	<b>\$1,670,000</b>



# Supporting Document Submittals: Planning

Conceptual Plans

Page 27



# How They Relate...

## Library Planning Documents

Community Library Needs Assessment

Library Plan of Service

Library Building Program

Site Selection

**Architectural Plans**





# Conceptual Plans

Page 27



 All Applicants must submit conceptual plans with an Application

- Drawings at least 24" x 36"
- Plans are the basis for the Construction Cost Estimate
- California-Licensed Architect is required

# Why Require Conceptual Plans?

- Verify Planning Documents & Application Form Information
- Demonstrate Continuity in Planning Documents to Architectural Plans



- So the Board can “see” what they are funding
- More Accurate Project Budget
- Aesthetics Not Evaluation Factor

# What Do Conceptual Plans Consist of ?

Page 27

- Applicants must submit the following Conceptual Plans:

-  Area Plan

-  Site Plan

-  Floor Plan

-  Sections

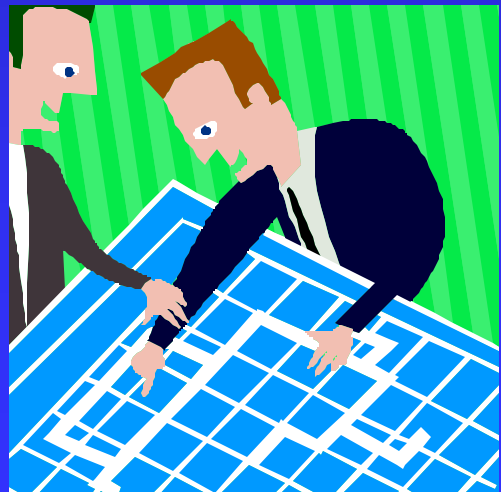
-  Elevations

-  Outline Specifications

# Multipurpose Projects

Page 27

- Applicants must submit the Conceptual Plans for both:
  - ◆ Total Multipurpose Project
  - ◆ Library Portion of the Project



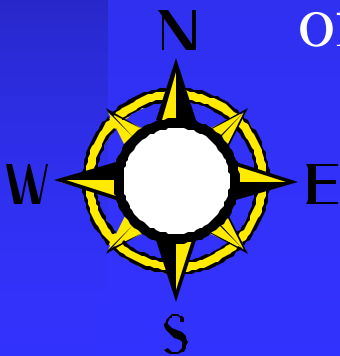
# What about more highly developed plans?

- Can you submit:
  - ◆ Schematic?
  - ◆ Design Development?
  - ◆ Working Drawings?
- Submit what is called for!
  - ◆ *MUST* have Conceptual Plans
- No grant award advantage for further developed plans

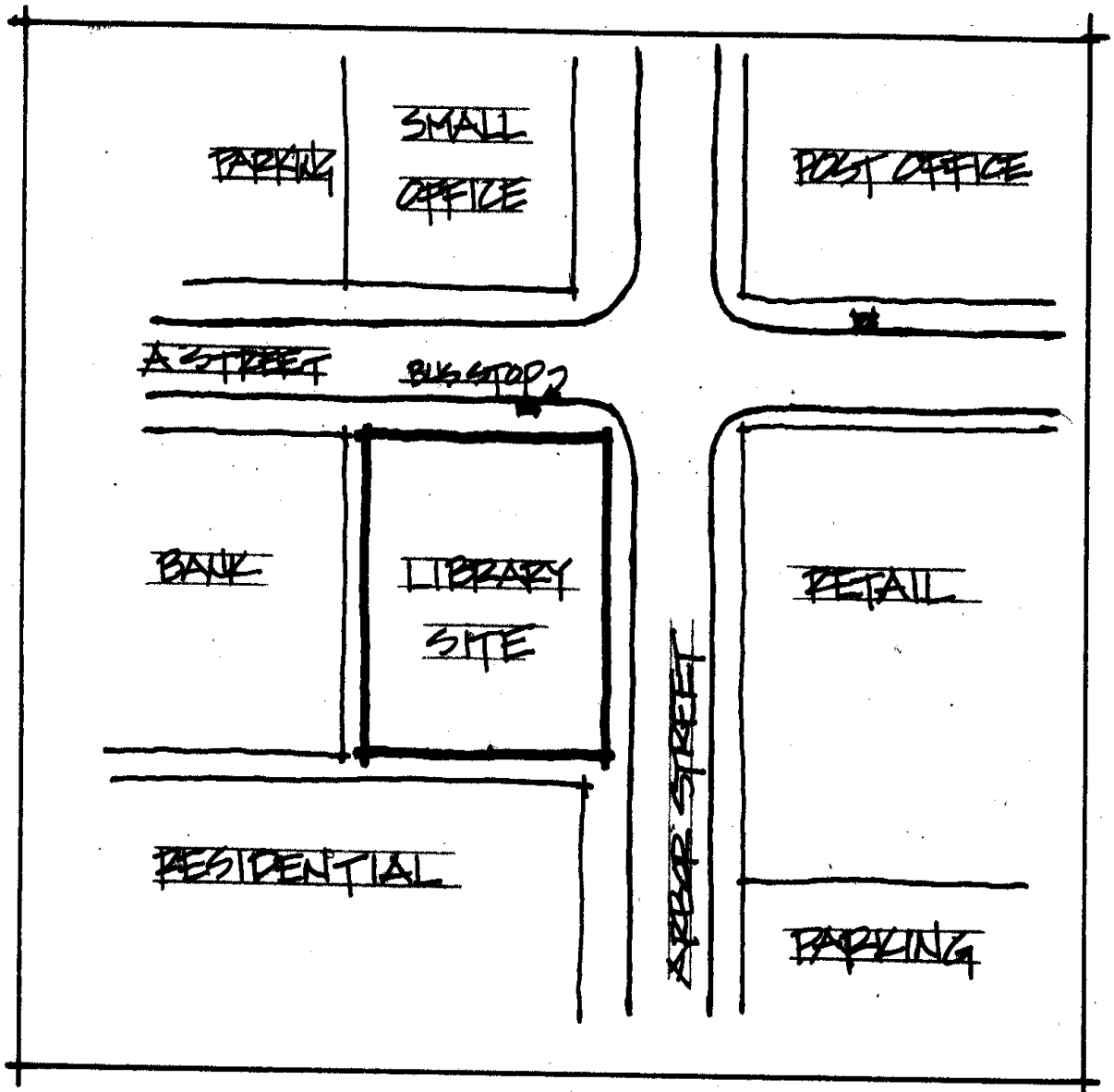
# Area Plan

## Page 27

- The Area Plan must show:
  - ◆ The Library Site in context:
    - ◆ Neighborhood Buildings
    - ◆ Parking
    - ◆ Public Transit Stops
    - ◆ Streets
  - ◆ Demonstrate the project is compatible with scale & character of the surrounding neighborhood



# Area Plan



AREA PLAN EXAMPLE



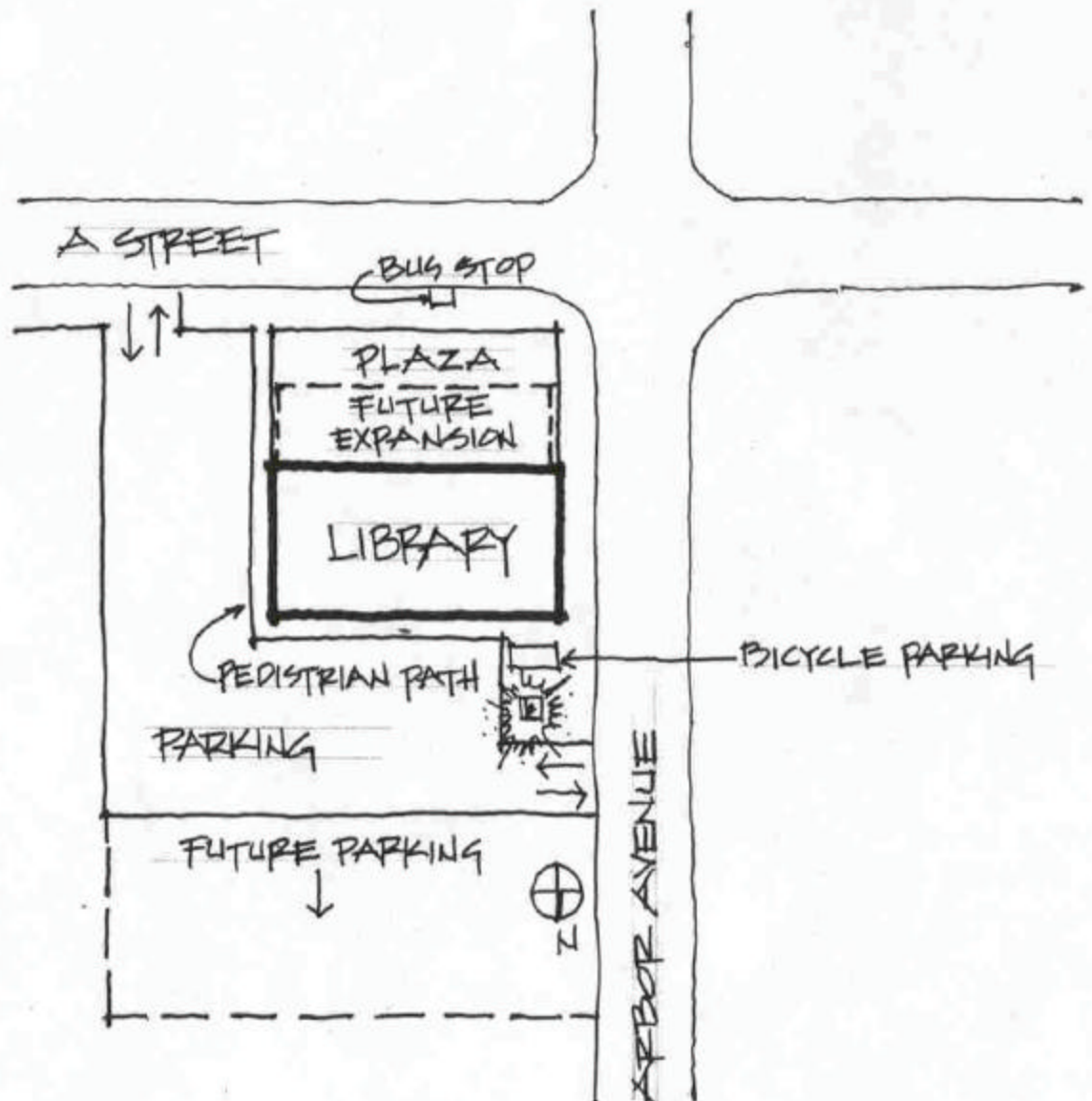
# Site Plan

## Page 27

- The Site Plan must show:
  - ◆ Library Building
  - ◆ Automobile & Bicycle Parking
  - ◆ Access Roads
  - ◆ Bicycle & Pedestrian Paths
  - ◆ Future Expansion:
    - ◆ Building
    - ◆ Parking
  - ◆ Indicate North



# Site Plan



SITE PLAN EXAMPLE

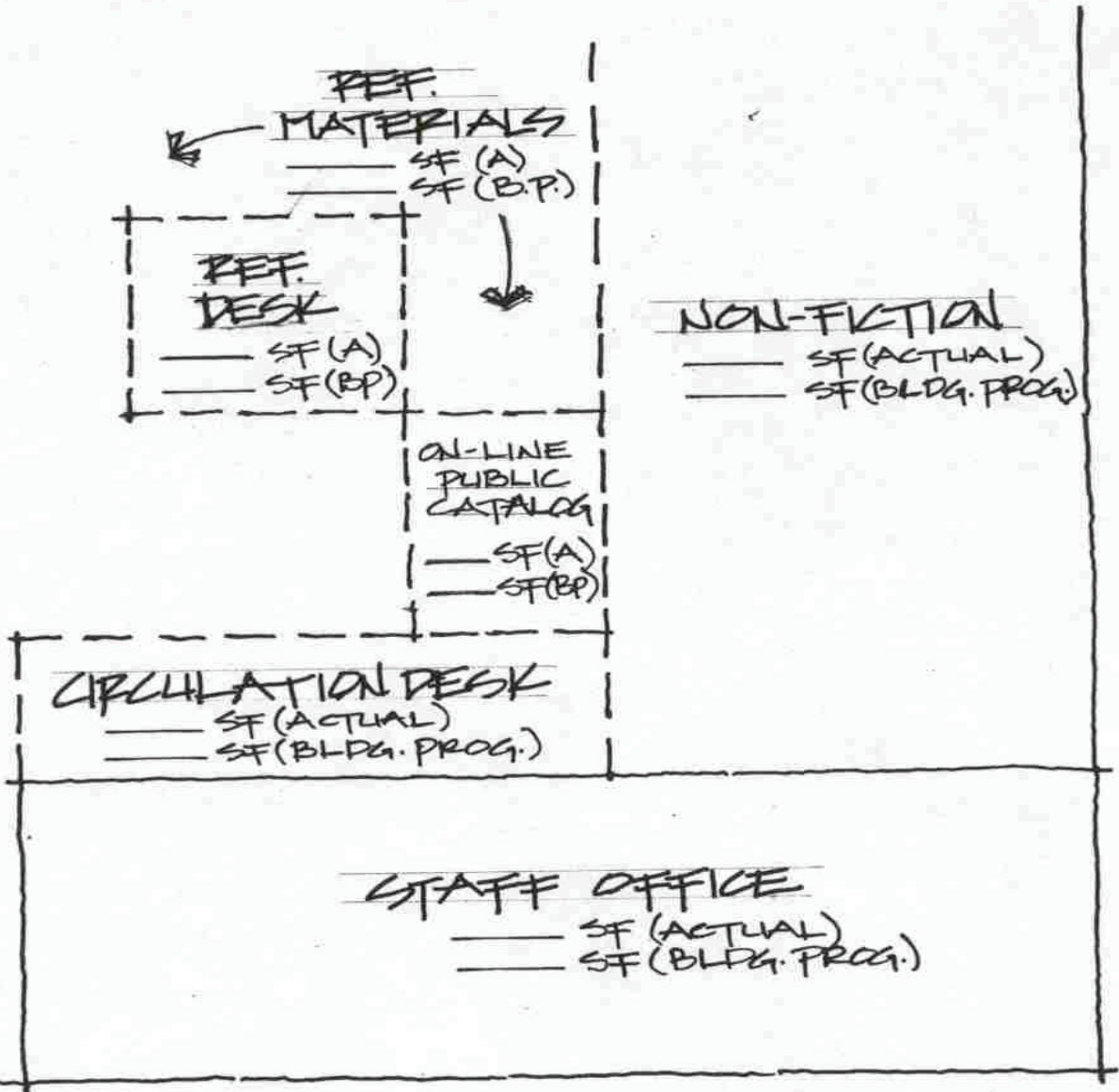
# Floor Plan

## Page 27



- The Floor Plan must show:
  - ◆ Name of Programmed Spaces
    - ◆ With Assignable Square Footage
      - In Building Program
      - Actual on Plan
    - ◆ Continuity in Planning Documents
  - ◆ Non-Assignable Spaces

# Floor Plans

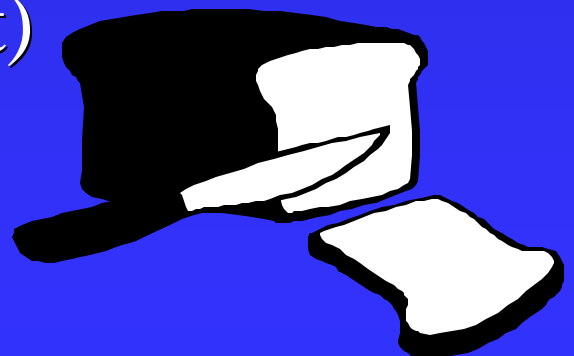


FLOOR PLAN EXAMPLE

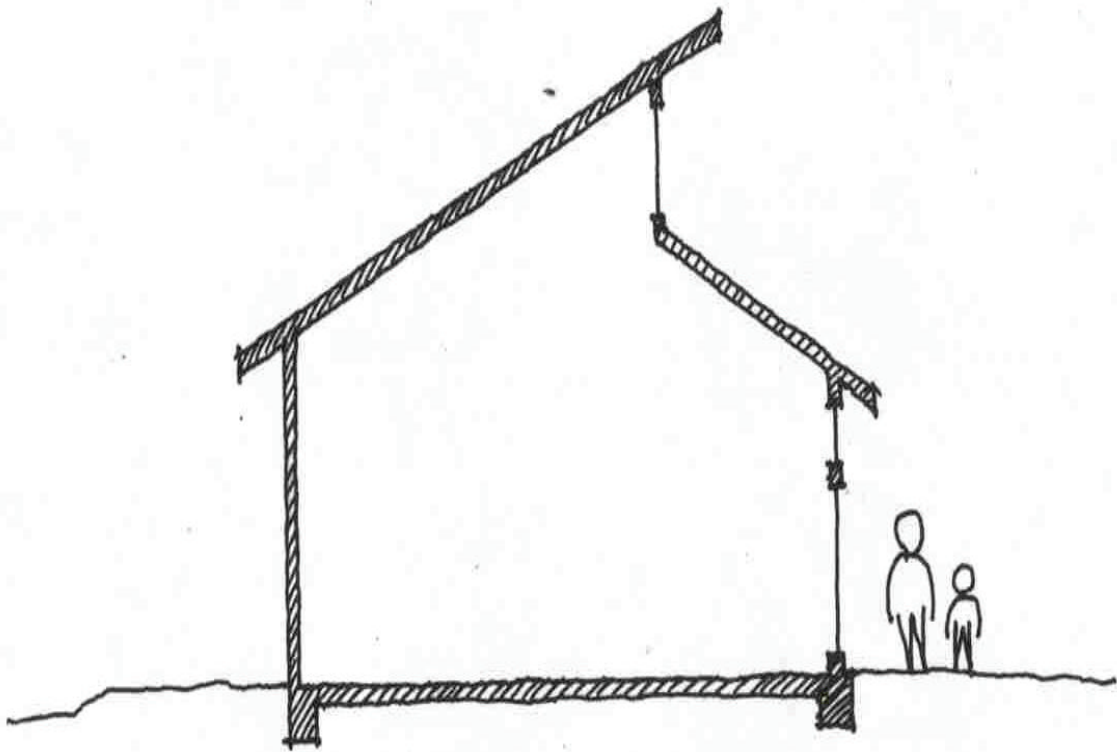
# Building Sections

Page 27

- Two Sections of the Building  
(Cross-Section)
  - ◆ One Longitudinal  
(North / South)
  - ◆ One Latitudinal  
(East / West)



# Building Section

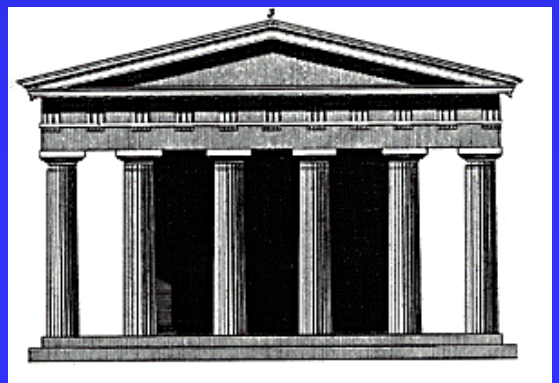


SECTION EXAMPLE

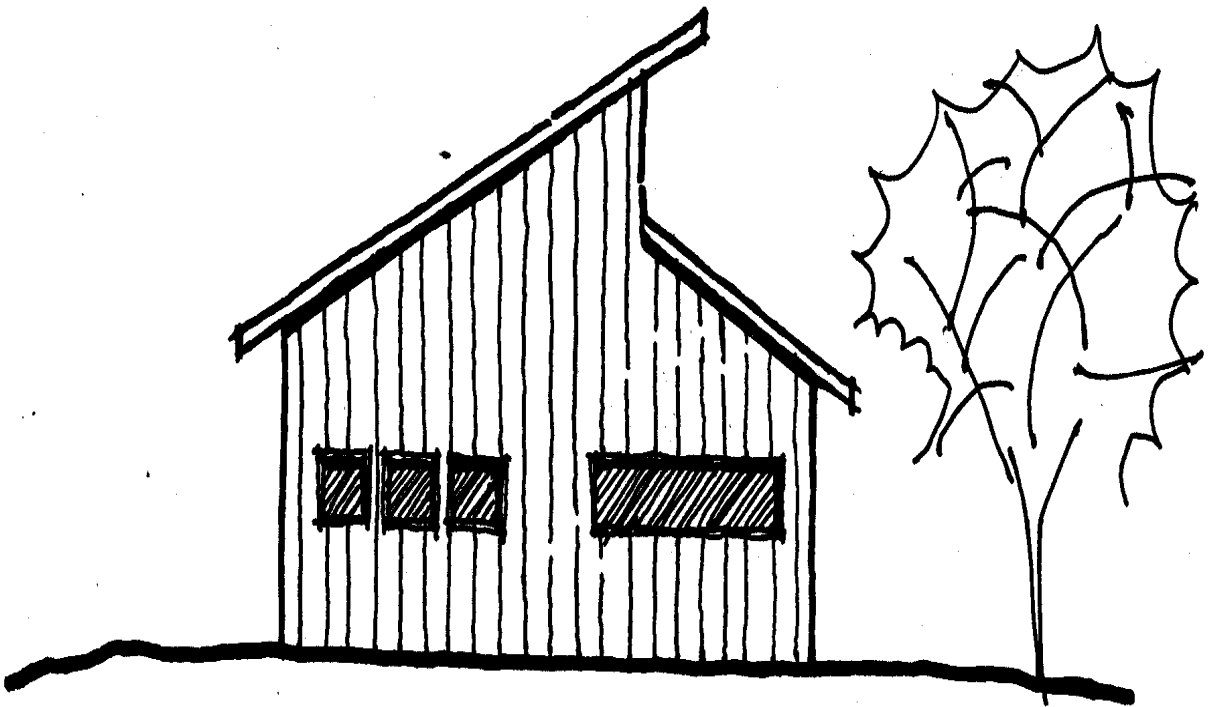
# Building Elevations

## Page 27

- Two Elevations of the Building
  - ◆ Front Elevation of the Building  
(Front = Main Entrance)
  - ◆ 2<sup>nd</sup> Elevation – Your Choice!



# Elevation



ELEVATION EXAMPLE

# Outline Specifications

## Page 27

### ■ Describe:

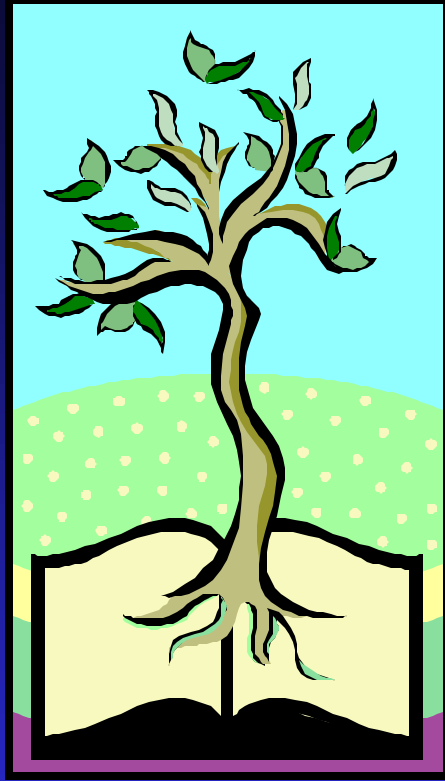
- ◆ Type & Quality of Building Systems
  - ◆ Such as Lighting & HVAC
- ◆ Basic Components
  - ◆ Such as Sheetrock & Brick
- ◆ Unique Components
  - ◆ Such as Marble & Granite

### ■ Reference Applicable Sections:

- ◆ State Statutes
- ◆ State Building Codes





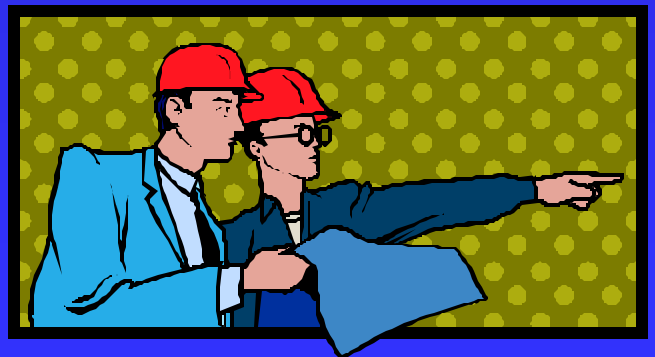


# Required Studies Remodeling Projects

# Which Projects Require Studies?

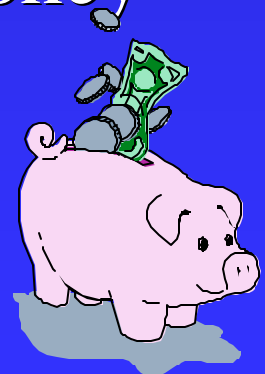
Page 25

- Projects that Involve Remodeling:
  - ◆ Remodeling an Existing Library
    - ◆ Without Expansion
    - ◆ With Expansion
  - ◆ Converting an Existing Building into a Library
    - ◆ Without Expansion
    - ◆ With Expansion



# Why Are the Studies Needed?

- Identify Problems NOW,  
Not Later
- Existing Conditions could  
increase costs Significantly
- If you know now, you pay 35%,  
Not 100%!
- Saves Both Time & Money



# What Studies Are Required?

## Page 25-26

- All Applicants with projects that involve remodeling must submit the following studies:

 Structural Study

 Hazardous Materials Survey

 Energy Audit

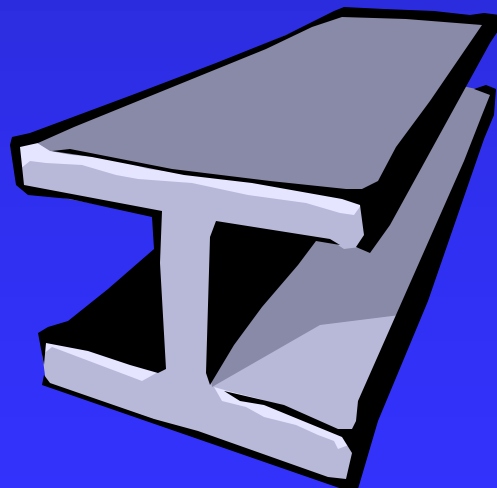
 ADA-Access Compliance Study

 Project Feasibility Study

# Structural Study

Page 25

- Assesses Structural Integrity of the Existing Building
- Performed by a Licensed Structural Engineer



# Hazardous Materials Survey

## Page 25

- Determines the presence of hazardous materials, and
- Provides a cost estimate for removal or abatement
- Performed by “Registered Environmental Assessor”:
  - ◆ California EPA  
Office of Environmental Health Hazard Assessment
- Performed by “Asbestos Consultant”:
  - ◆ California Occupational Safety and Health Administration



# Energy Audit

## Page 26



- To Assess Existing Facility's Energy Efficiency
- To Recommend Energy Efficiency Measures
- Performed by a Licensed Engineer



# ADA Study

## (Access Compliance)

### Page 26

- ADA Study also known as “Access Compliance” Study
- Assess existing facility’s limitations for use by individuals with disabilities
- Recommend improvements to make the facility more accessible
- Performed by an ADA Consultant



# Project Feasibility Study

## Page 26

- Determine the feasibility of using an existing building for the proposed public library project
  - ◆ Will spaces fit in the building?
  - ◆ Can the spatial relationships be accommodated?
  - ◆ Can the building systems support the library's needs?
- Performed by an architect or engineer



